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Office Memorandum • UNITED STATES GOVERNMENT

Approved For Release 2002/08/22 : CIA-RDP61-00274A000200180002-5

TO :

[REDACTED]

25X1A6B

DATE:

13 OCT 1958

FROM : Director of Logistics

SUBJECT: Recommendations for Improvement in Emergency  
Plan Facilities [REDACTED]

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[REDACTED]

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1. The Office of Logistics has reviewed plans for re-arrangement of the photographic facility [REDACTED]. The proposed changes in the layout of this plant and necessary changes in equipment were evaluated in accordance with the possible emergency use for which this facility is provided as well as the day to day use to be made of it. Particular attention was given to the possible necessity to reproduce the Graphics Register file at this location. Accordingly, the Office of Logistics printing technicians have developed a plan which is thought to be more practical for this purpose and which is believed to embody the following essential concepts:

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- a. Permit smooth work-flow with a minimum of lost motion.
- b. Permit efficient use of additional manpower of up to 25 persons if available.
- c. Permit immediate conversion from day to day use to emergency plan use with efficient space utilization.
- d. Permit the simultaneous performance of a number of unrelated activities as well as concentrating on a single process, which ever is required by the particular situation.
- e. Permit continued operation with a limited water supply. (Provision is made for the use of Hypo eliminator and stabilizing solutions as well as Xerox supplies.)

(The floor plan is attached as Tab "A"; estimated cost is \$7,500.)

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2. Also carefully considered was the need for modern equipment with which to meet the possible emergency requirements of this facility. A list of the new equipment recommended is attached as Tab "B". The location of this equipment is shown on the layout (Tab "A".)

3. Consideration has also been given to the problem of maintaining adequate printing supplies [REDACTED] for emergency use. This involves, in a number of instances, rotation of supplies which have a limited shelf life. A plan has been worked out which will have the effect of separating the supplies maintained for emergency use from those used in the day to day operation at the [REDACTED]. This plan is outlined in detail in Tab "C".

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[REDACTED]  
JAMES A. GARRISON  
Director of Logistics

Attachments:  
Tabs "A", "B" and "C"

Distribution:  
Orig. & 1 - Addressee  
1 - OL Files w/attachments  
1 - D/L Hold w/o attachments  
1 - PSD/OL w/attachments

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OL/PSD [REDACTED] (1 October 1958)

TAB "B"

LIST OF RECOMMENDED NEW EQUIPMENT

1. Pakomatic Printer 5" roll size w/accessories 1 each	\$ 2,396.00
2. Pako Economy Dryer 1 each	580.00
3. Pakolux Rotary Print Washer 1 each	390.00
4. Robertson Camera, "Twinkle" 1 each	1,850.00
5. Easel, Roll Paper Automatic Pako Van-Pak, @ \$1,575.00 2 each	3,150.00
6. Printer, Platemaking Robertson Dial-A-Plate 10" x 16" 1 each	303.00
7. Enlarger, Omega D-L w/color head 1 each	229.60
8. Sinks, Processing stainless steel 96" x 30" x 6" 3 each @ \$301.80	905.40
9. Enlarger, Kodagraph Model B. 35mm 4 each @ \$416.00	<u>1,664.00</u>

TOTAL \$ 11,463.00

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TAB "C"

RECOMMENDED STOCK ROTATION PLAN

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1. [ ] Reproduction, in cooperation with the Office of Logistics, Printing Services Division, will prepare a complete updated list of supplies required for all emergency printing and assume the responsibility for revising it as required.

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2. Supplies for emergency use will be stored [ ] but isolated from supplies in current use. Emergency supplies will not be used [ ] for every day use.

3. Supply items will be limited to those in current use by the Printing Services Division.

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4. Since the Printing Services Division is eventual consumer of all perishable emergency stock to be rotated from [ ] the Printing Services Division will purchase all such supplies.

5. The Printing Services Division will arrange for packaging of emergency supplies for storage [ ] and prepare a rotation timetable (based on expiration date of material) for reshipment [ ]. Reshipment date will be marked on package prior to shipment [ ]. A reshipment schedule will also be furnished [ ] with each shipment of emergency supplies.

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6. Reshipment schedule will allow lead time for normal rate of consumption of material [ ] prior to expiration date.

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7. Schedule for purchasing of fresh supplies must allow lead time so that delivery date [ ] will precede reshipment of corresponding older material [ ]

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